h February 1948

25X1A

STRORANDOM FOR

Personal Assistant to the Mirector

Chief, Advisory Council

Assistant to the Executive Director

Chief, ICAPS

General Councel-

Executive for Inspection and Security

Chief, Management Branch, AAM

SUBJECT

Procurement of Supplies and Services

25X1A

- duty at Borth Interior Sailding, and will not be replaced by a Services Branch representative.
- 2. The Chief, Services Branch, Add, is charged with maintaining an adequate supply of office supplies in the Executive Registry for the use of CIA activities located in North Interior Building.

25X1A

124

3. Procurement of other services heretofore performed by is now charged to each activity concerned. Attached is a directory indicating appropriate contacts and forms required for procurement of services from the Services Branch, AAR. Emergency services can be obtained quickly by telephone request to the appropriate Services Branch setivity, to be confirmed later, if necessary, by proper form or other type of request for service.

i. Failures in service should be reported directly to the Executive for ANN for corrective action.

25X1A

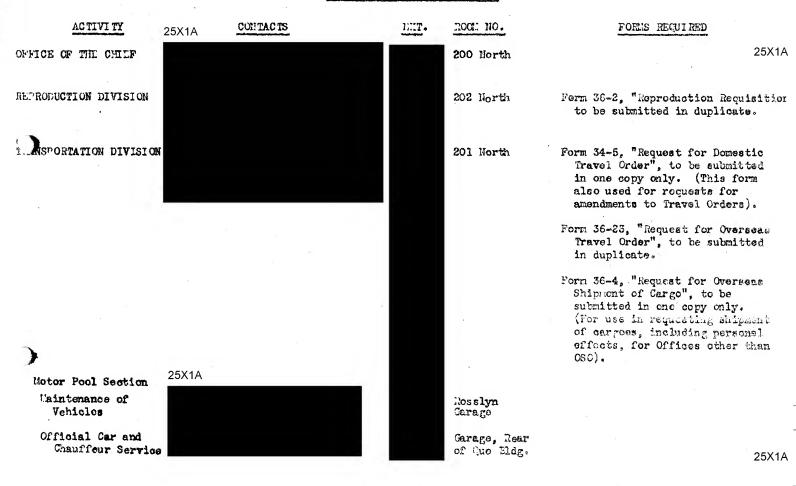


1 Encl.
Directory of Contact Points

Copy to: Chief, Services Branch, ASH

Approved For Release 2001/08/29: CIA-RDP57-00384R000100120100-9

SHEWICHS BRANCH DIRECTORY OF CONTACT POINTS

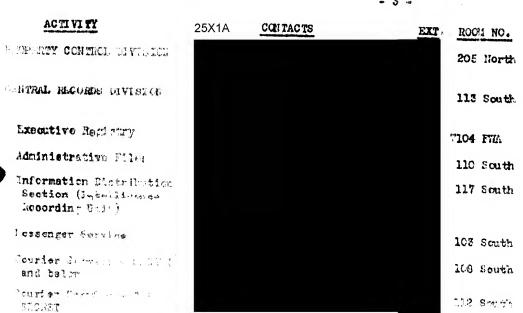


Approved For Release 2001/08/29 ; CA-RDP57-00384R000100120100-9 FORMS REQUIRED ROOM NO. CONTACTS ACTIVITY 25X1A 25X1A 14 North SUPPLY DIVISION 215 North Procurement Section Form 36-7, "Request for Supplies, 212 North Equipment, or Service", to be Processing Unit submitted in triplicate, except (Requisition Control) when for cargo shipments - then in quadruplicate. 214 North Contract Section 335 South Telephone Section liemorandums are required for re-208 North questing office moves, electrical Roal Estate and work, maintenance and repairs. Utilities Section Cleaning of offices, heating, lights, and building services may be requested by telephone. Form 36-7, "Request for Supplies, 4 North Equipment, or Service", to be Typewriter Repair submitted in triplicate, through Shop Processing Unit, 212 North Bldg. Rosslyn Whee. torage & Isava Saption Form 36-7, "Requisition for Supplies (Rosslyn Warehouse) Rosslyn Whas. Equipment, or Service", to be sub-mitted in triplicate. (Requi-Office Supplies and Equipment sitions for expendable office supplies are sent directly to Storage & Issue, while requisition for non-expendable office equip-

ment are forwarded through the Processing Unit, 212 North Bldg.)

Approved For Release 2001/08/29 : CIA-RDP57-00384R000100120100-9

- 3 -



FORUS REQUIRED 25X1A